



# City of Richmond

# Report to Committee

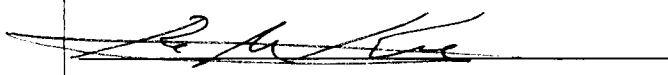
**To:** General Purposes Committee **Date:** May 18, 2005  
**From:** David Weber **File:** 0105-01  
 Director, City Clerk's Office  
**Re:** **Revision of August and September 2005 Council and Committee Meeting Schedule**

### Staff Recommendation

That the August and September 2005 Council and Committee meeting schedule be revised (as outlined in the report dated May 18, 2005 from the Director, City Clerk's Office) in accordance with the following specific changes:

1. That the August 8, 2005 Regular Council Meetings be cancelled, in accordance with the provisions of the Council Procedure Bylaw, together with the General Purposes Committee meeting scheduled for Tuesday, August 2, 2005, the Planning Committee meeting scheduled for Wednesday, August 3, 2005, and the Community Safety Committee meeting scheduled for Tuesday, August 9, 2005;
2. That the August 22, 2005 Regular Council Meetings be rescheduled to Tuesday, September 6, 2005, and that the August 15<sup>th</sup> meeting of the General Purposes Committee, the August 16<sup>th</sup> meeting of the Planning Committee, the August 17<sup>th</sup> meeting of the Public Works and Transportation Committee and the August 23<sup>rd</sup> meeting of the Parks, Recreation and Cultural Services Committee be rescheduled two weeks later to August 29, 30, 31 and September 7, 2005, respectively;
3. That the August 15, 2005 Regular Council Meeting for Public Hearings be rescheduled to Monday, August 29, 2005; and
4. That the September 12, 2005 Regular Council Meetings be cancelled, in accordance with the provisions of the Council Procedure Bylaw, together with the General Purposes Committee meeting scheduled for Tuesday, September 6, 2005, <sup>and</sup> the Planning Committee meeting scheduled for September 7, 2005.

David Weber  
 Director, City Clerk's Office  
 (4098)

<b>CONCURRENCE OF GENERAL MANAGER</b>  	<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/> <i>DW</i>	NO <input type="checkbox"/>
	<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/> <i>CJD</i>	NO <input type="checkbox"/>

## Staff Report

### Origin

Since 1989, Council has supported the cancellation of one summer Council meeting along with various Standing Committee meetings. This practice has been in place for many years and it has worked without any serious disruption to City business.

### Analysis

Because August has five Mondays this year, Council has the option for a further change to the council meeting schedule in addition to the usual cancellation of the first August Council meeting and the related Standing Committee meetings. This further adjustment would provide an additional two weeks of summer vacation opportunity when taken together with the "fifth Monday week" in August.

In this scenario, the first Regular Council meetings in August and September, and the related Standing Committee meetings, would be cancelled, but the second Regular Council meeting in August, and the related Standing Committee meetings would be re-scheduled two weeks later than normal, falling during the last week in August and the first week of September, respectively. Thus there would be a four week meeting break in August which would effectively provide a three week summer break opportunity before reports would have to be prepared in advance of the resumption of the meeting schedule during the last week of August. While this break period is longer than the usual summer break period, it would be welcomed in terms of providing a "breather" and an opportunity for staff to catch up on various projects during what has been an otherwise very busy year.

Another advantage to having the first Council Meeting in September held on September 6<sup>th</sup> (as opposed to the usually scheduled meeting in the second week of September) is that this would allow any land use bylaws receiving first reading to be considered at the September Public Hearing. This proposed scenario would mean that there would be no delays in process for any applications that would normally have been heading toward the September Public Hearing, despite the meeting cancellations in August. If the bylaws coming from the August 30<sup>th</sup> Planning Committee had to wait until September 12<sup>th</sup> for first reading, they would not meet the notice period requirement for the September Public Hearing and would have to wait until the October Public Hearing to be considered. As a consequence, the September Public Hearing would likely be cancelled as no land use bylaws will have received first reading in time for the statutory notice period.

The only Committee meeting which does not fall as easily into this rescheduling plan is the Community Safety Committee meeting that is scheduled for August 9, 2005. However, in consultation with the Chair of the Committee, it is recommended that the meeting be cancelled and not rescheduled at this time. Should any time-sensitive matters arise during the latter summer period, a Community Safety Committee meeting could be rescheduled on an as-needed basis. Otherwise, the next scheduled meeting after the summer would be on September 13<sup>th</sup>.

Should any circumstances arise which would require an immediate decision of Council, a Special Meeting can be called with 24 hours notice. In addition, changes to the Council Procedure

Bylaw made earlier this year would allow Special Council Meetings to be held via conference call, which further facilitates the call of a meeting, should one be required during this period.


The proposed meeting schedule for August and September 2005 is attached (**Attachment 1**).

With regard to providing a context for these proposed meeting arrangements, I can advise that other lower mainland municipalities make similar summer meeting arrangements as follows:

Vancouver	No Council meetings between July 19 <sup>th</sup> and Sept 13 <sup>th</sup>
Surrey	No Council or Committee meetings between July 28 <sup>th</sup> and September 6 <sup>th</sup>
Dist. of North Vancouver	No Council or Committee meetings scheduled in August
New Westminster	No Council or Committee meetings between July 11 <sup>th</sup> and August 22 <sup>nd</sup>
Burnaby	Reduced number of Council and Committee meetings in July and August

**Conclusion**

That the August and September 2005 Council and Committee meeting schedule be revised as outlined in the report, on the understanding that, if necessary, a Special Council Meeting may be called with 24 hours notice should any unusual or pressing circumstances arise.



David Weber  
Director, City Clerk's Office  
(4098)

## Proposed August 2005 Council and Committee Meeting Schedule

<b>MON AUG 1</b>  <b>STAT HOLIDAY BC DAY</b>	<b>TUES AUG 2</b>	<b>WED AUG 3</b>	<b>THURS AUG 4</b>	<b>FRI AUG 5</b>
<b>MON AUG 8</b> <b>(Council Meeting Cancelled)</b>	<b>TUES AUG 9</b>	<b>WED AUG 10</b>	<b>WED AUG 11</b>	<b>WED AUG 12</b>
<b>MON AUG 15</b>	<b>TUES AUG 16</b>	<b>WED AUG 17</b>	<b>THURS AUG 18</b>	<b>FRI AUG 19</b>
<b>MON AUG 22</b> <b>(Council Meeting re-scheduled two weeks later to Sept 6th)</b>	<b>TUES AUG 23</b>	<b>WED AUG 24</b>	<b>THURS AUG 25</b>	<b>FRI AUG 26</b>
<b>MON AUG 29</b>  4:00 P.M. <b>GENERAL PURPOSES COMMITTEE</b>  7:00 P.M. <b>PUBLIC HEARING</b>	<b>TUES AUG 30</b>  4:00 P.M. <b>PLANNING COMMITTEE</b>	<b>WED AUG 31</b>  4:00 P.M. <b>PUBLIC WORKS &amp; TRANSPORTATION COMMITTEE</b>		

## Proposed September 2005 Council and Committee Meeting Schedule

			THURS SEPT 1	FRI SEPT 2
MON SEPT 5  STAT HOLIDAY LABOUR DAY	TUES SEPT 6  4:00 P.M. CLOSED COUNCIL MEETING  7:00 P.M. REGULAR COUNCIL MEETING	WED SEPT 7  4:00 P.M. PARKS, RECREATION & CULTURAL SERVICES COMMITTEE	THURS SEPT 8	FRI SEPT 9
MON SEPT 12  (Council Meeting Cancelled)  <u>NOTE: MEETING SCHEDULE BACK TO NORMAL AFTER THIS DATE</u>	TUES SEPT 13  4:00 P.M. COMMUNITY SAFETY COMMITTEE	WED SEPT 14	THURS SEPT 15	FRI SEPT 16
MON SEPT 19  4:00 P.M. GENERAL PURPOSES COMMITTEE  7:00 P.M. PUBLIC HEARING	TUES SEPT 20  4:00 P.M. PLANNING COMMITTEE	WED SEPT 21  4:00 P.M. PUBLIC WORKS & TRANSPORTATION COMMITTEE	THURS SEPT 22	FRI SEPT 23
MON SEPT 26  4:00 P.M. CLOSED COUNCIL MEETING  7:00 P.M. REGULAR COUNCIL MEETING	TUES SEPT 27  4:00 P.M. PARKS, RECREATION & CULTURAL SERVICES COMMITTEE	WED SEPT 28	THURS SEPT 29	FRI SEPT 30